

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Department Name] effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time at [University Name]. I have enjoyed working with the team and learning from everyone. Thank you for your support and understanding. I wish [Department Name] continued success.

Sincerely,
[Your Name]